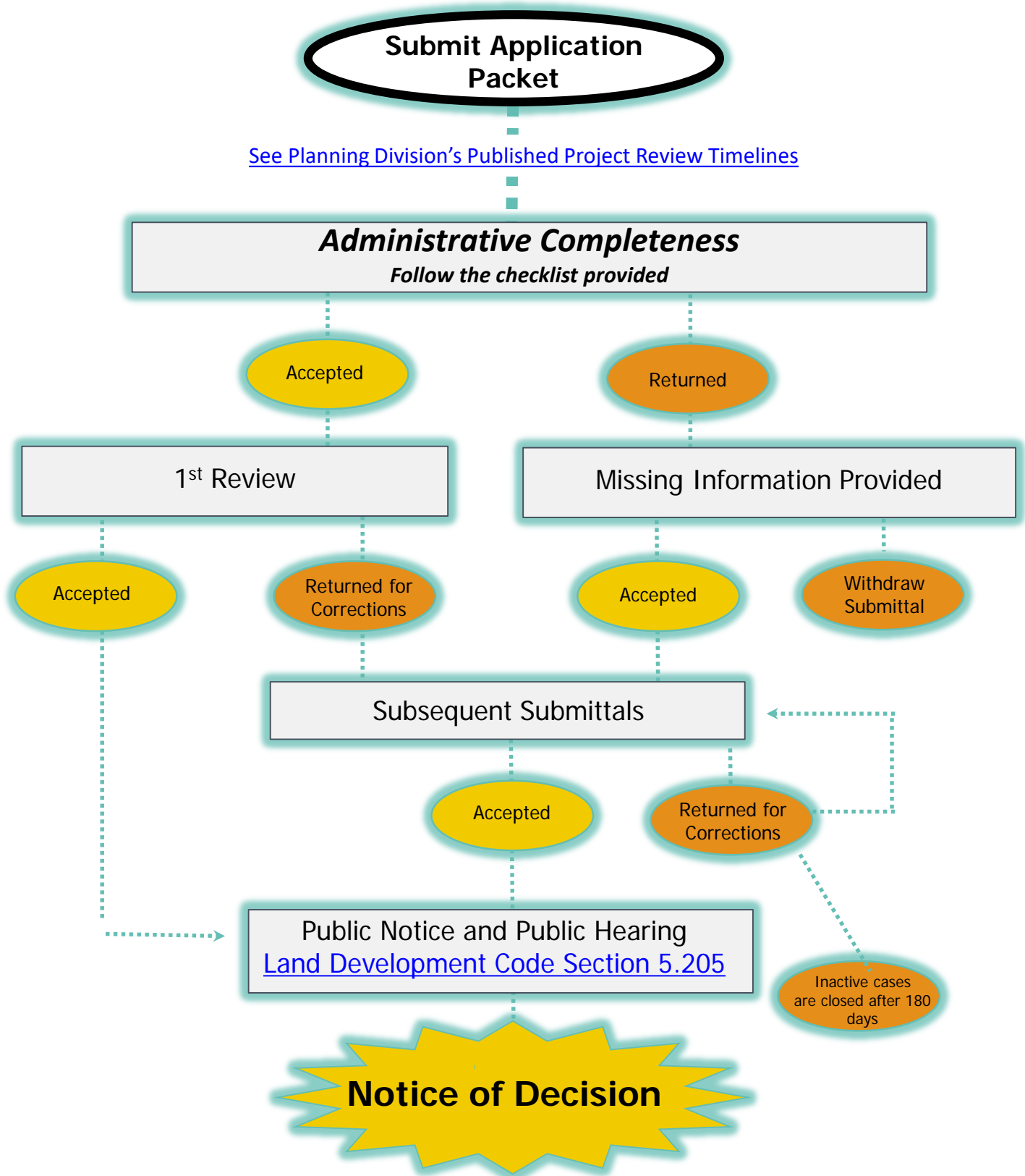


# Use Permit – WCF Administrative & Modification



## Use Permit – WCF Administrative & Modification

### Submittal Formatting, Required Materials and Checklist:

- ☐ Over the Counter Submittal:
  - ☐ **Submit electronic copy** of **ALL** required items on checklist. **(No 24" x 36")**
  - ☐ Submit a hard copy (8.5" x 11" **or** 11" x 17" only) of the entire packet with the electronic copy and payment. **(No 24" x 36")**
  - ☐ **Purge** images of unnecessary blocks and layers (single layer).
  - ☐ **Save each exhibit as a separate PDF per document naming below.**

### Document Naming:

- ☐ Exhibit 1: Application
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Proposition 207 (Diminution in Value) Waiver Form with Exhibits
- ☐ Exhibit 4: Parcel/Aerial Map
- ☐ Exhibit 5: Site Plan
- ☐ Exhibit 6: Facility Diagrams
- ☐ Exhibit 7: Inventory and Map (n/a co-location)
- ☐ Exhibit 8: Report on Alternatives (n/a co-location)
- ☐ Exhibit 9: Photo—Simulations
- ☐ Exhibit 10: Landscape Plan
- ☐ Exhibit 11: Neighborhood Notice
- ☐ Exhibit 12: Town Lease Agreement(s) and Amendments (if on Town property)

### Checklist

- ☐ **Exhibit 1: Application**
  - ☐ Must be fully completed and signed.
- ☐ **Exhibit 2: Project Narrative**
  - ☐ Project Narrative shall be limited to 5 pages in length and shall be in 12 pt. font;
  - ☐ Describe what is being proposed (added, removed or altered) and provide specifications;
  - ☐ Description of the proposed use and efforts to mitigate any potential impacts to adjacent properties; and
  - ☐ Information on how the proposed use conforms with the requirements, or standards prescribed by the Land Development Code and any other applicable local, State or Federal requirements.
- ☐ **Exhibit 3: Proposition 207 Waiver with Exhibits**
  - ☐ Notarized [Proposition 207 Waiver](#) (Diminution in Value) with required exhibits
    - ☐ Exhibit A – Title Report (current)
    - ☐ Exhibit B – Legal Description & Map of Site
    - ☐ Exhibit C – Requested action setting forth any modifications, changes, deletions, or additions.

☐ **Exhibit 4: Parcel/Aerial Map**

- ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number(s)).

☐ **Exhibit 5: Site Plan**

- ☐ Vicinity Map with the site and major streets noted;
- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Dimension property lines, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, etc.;
- ☐ Project data table: existing zoning on site and adjacent property within 300 feet;
- ☐ Location of other existing and proposed improvements such as buildings, walls, hardscape, etc.;
- ☐ Adjacent lot lines and/or structures within 300 feet of the property line;
- ☐ Locations and architecturally integrated method of screening of existing and proposed utility equipment;
- ☐ Specific placement of the WCF (including equipment cabinet/building) on the site;
- ☐ Setbacks from adjacent property lines measured to the center of the pole and from the edges of the ground enclosure; and
- ☐ Location of existing structures, trees, and other significant site features, identified as either “existing to remain in place” or “existing to be removed”.

☐ **Exhibit 6: Facility Diagrams**

- ☐ Site Photo
- ☐ Facility elevations with dimensioned overall height and antenna mounting height;
- ☐ Diagram illustrating the existing and proposed changes to facility including specific size and height of antennas and equipment;
- ☐ Diagram illustrating the separation between the proposed WCF and any existing WCF(s) on the same support structure or site, if co-location is planned;
- ☐ Method of screening of mechanical and electrical equipment;
- ☐ Mounting details for antennas, remote radio heads and other equipment; and
- ☐ Proposed colors and materials for the WCF equipment.

☐ **Exhibit 7: Inventory and Map (n/a co-location)**

- ☐ An inventory list and map of existing WCFs operated by the applicant and other providers within two miles of the proposed site (“Service Area”). Include specific information as to location, height, and type of facility.

☐ **Exhibit 8: Report on Alternatives (n/a co-location)**

- ☐ Submit report explaining why the Wireless Communication Facility is needed at requested location.
  - ☐ If Town has requested the applicant co-locate its WCF on an alternate site, please explain why the co-location is not feasible, including efforts made to develop on the alternate site.
  - ☐ If a public safety communication tower is to be constructed, the governmental entity shall explain why a public safety communication tower is needed; why the proposed height is necessary for a public use and why alternatives to such a tower are not feasible. Each of the alternatives must include an analysis of financial impacts to taxpayers or the governmental budget(s).

☐ **Exhibit 9: Photo-Simulations**

- ☐ Color photo-simulations of the view of the proposed facility from adjacent residential properties and public rights-of-way at varying distances (specify the distance).

☐ **Exhibit 10: Landscape Plan**

- ☐ Graphic scale, north arrow, and exhibit date;
- ☐ Dimension property lines, easements, alleys, private streets and adjacent rights-of-way;
- ☐ Dimension location of required landscape areas;
- ☐ Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
- ☐ Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
- ☐ Contour lines and sections for retention basins and earthen berms (in the vicinity of the proposed WCF facility);
- ☐ Location of existing and proposed electrical transformers, utility poles, and other utility equipment (in the vicinity of the proposed WCF facility);

☐ **Exhibit 11: Neighborhood Notice**

- ☐ Please refer to Section 5.602.A.3 of the Land Development Code for requirements;
- ☐ A parcel map highlighting properties within 300 feet, Homeowners Associations and neighborhoods within 1000 feet of the property and the typed names and address of all property owners identified on parcel map (<http://mcassessor.maricopa.gov/>).

☐ **Exhibit 12: Town Lease Agreement(s) and Amendments (if on Town property)**

- ☐ Submit copy of current lease agreement and all amendments for the WCF subject site.



Plan Type: Use Permit

Work Class: WCF Administrative and Modification

Description (Proposal Name): \_\_\_\_\_

Approved Use Permit Number: \_\_\_\_\_

Address or Location: \_\_\_\_\_

Request Summary (briefly describe proposal here and attach a detailed narrative) \_\_\_\_\_

APN/Tax Parcel #: \_\_\_\_\_ Zoning: \_\_\_\_\_

Is this WCF site subject to a lease or other agreement with the Town ☐ Yes ☐ No

If yes, submit said agreement(s) and all amendments (if any) with the required exhibits.

General Plan Character Area: ☐ Santan ☐ Heritage District  
(if applicable) ☐ Gateway ☐ Morrison Ranch

Overlay Zoning District: ☐ Santan Freeway Corridor ☐ Phx/Mesa Gateway Airport  
☐ Vertical Development

**Property Owner: (All information must be provided)**

Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*If signature is not provided above, a letter of authorization from the property owner is required.

**Applicant/Contact: (All information must be provided)**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Completeness Review

Staff will review the application to ensure all required documents and information has been included. If required information is missing, applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be conducted. Staff may also determine if the request does not fall under the purview of this application type.

**A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice**

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Staff Use Only:  
Permit Number: \_\_\_\_\_